

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the late submission of [specific document or project name] that was due on [original due date].

Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, personal issues, etc.]. I take full responsibility for not meeting the deadline and understand the inconvenience this may have caused.

I have since completed the document and have attached it for your review. Please rest assured that I am taking steps to ensure this does not happen again in the future.

Thank you for your understanding and patience regarding this matter. I truly appreciate your support.

Sincerely,

[Your Name]
[Your Job Title, if applicable]